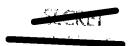1. <u>Position Inventory Record</u> - Standard Form OF-4b, "Employee Record Card". These cards are maintained on every position and are tabbed to indicate

   a. An employee is slotted against a position on a field T/O but physically located in headquarters.

   b. Slot is vacant or filled.

   c. An individual is in process for the slot but has not entered on duty.

   d. Individual occupying slot is Civilian or Military etc.

   These cards are grouped by military (alphabetical), headquarters and Field personnel (by T/O) and Dependent Contract personnel (alphabetical). All actions are posted to these cards, and a cumulative memorandum record is posted, as to action type. This memorandum record is then used to prepare a monthly statistical summary of actions processed.

2. <u>"Wheeldex"</u> - a card file, alphabetically arranged, containing name, personnel file number, slot number and career designation of each individual occupying an EE-T/O slot, headquarters and field. These cards are used as an index to the personnel file folders.

3. <u>Personnel files</u> - individual personnel file folders arranged numerically, (indexed by Wheeldex) on each individual occupying an EE-T/O slot except Commo, SR, TSS and DD/I personnel (but including Dependent Contract Employees and military personnel). The predominance of material in these individual file folders relate to finance and travel matters, covering such documents as copies of Travel Orders, Memo requests for orders, Travel Vouchers, Travel authorizations, Itineraries, Administrative Audit Deference Statements, Settlement of Outstanding Balance records, etc. Personnel documents include Personnel Data Sheets (Form 59-44) (if an individual has been promoted since February 1953), Training Requests, Letters of Instruction, EE Orientation Check Sheets and copies of miscellaneous types of correspondence, cables, dispatches pertaining to its individual concerned. These files occupy 11 file cabinets of which 1½ contain records of separated personnel. These files of separated personnel are to be transferred to Personnel Office, DD/A at their convenience.

4. <u>Military Personnel Card</u> - A card file showing name, grade, T/O slot, location and tour of duty information. A section of this file contains the name (only) of military personnel on other than EE T/O's but serving in EE Areas.

5. PDC File Log - a register for recording receipt and dispatch of all official personnel files moving in and out of EE Division.

6. Dispatch file - blue abstracts of dispatches received; copy of abstract typed and attached by EI is used as a log of incoming dispatches, entries being made on such abstract slips of actions taken, such as "Forwarded to PDC" etc.

7. Cable Log - log of personnel cables received and prepared. Record is maintained on sheets headed by columns "In (out)" - Station - Subject - Date".

8. Seniority Cards - Kardex record, grouped according to grade, and arranged by date of promotion within such grades. Card shows name, Grade, EOD Agency, Date of Last Promotion.

9. Rotation Record - wheeldex containing cards arranged by month and year in which individual is scheduled for return to the U. S. and containing the Individual's Name, Career Designation and Month and Year Scheduled for Return.

10. Personnel Evaluation Suspense Record - a 3x5 card file for follow-up to insure timely completion and submission of PER's on Division employees.

11. Promotion Log - log of promotion status information showing grades promoted from and to, date request received, date action prepared, desk, EE Personnel Board Action date, Career Service Board action date, PDC Date, Effective Date, Date field notified and dispatch No.

12. Chronological Files - pink copies of all personnel cables, dispatches and memoranda originating in the Personnel Section/EE.

13. Contract Agent Locator File - a 3x5 card file containing name of agent (pseudo), Type of Agent (FI, PP, PM) Project and Case Officer.

14. Dispatch Log - log of outgoing dispatches containing Dispatch Number, Date written, By Whom Written, Subject and Coordination.